

## **3214 - PLANNER**

### **NATURE OF WORK**

**This is responsible specialized technical and professional work in the City's Planning, Design, and Historic Preservation Services Department performing functions in various phases of City planning.**

**Employees in this class are responsible for the preparation of project outlines, pictorial and graphic plans and projections, and detailed and comprehensive reports; the development of methods of data collection; and analyses and preliminary recommendations on planning issues. Work is usually performed with latitude for the use of independent judgment and is subject to review for compliance with departmental standards and objectives.**

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

**Performs planning studies developing scenarios to support policy changes which includes the preparation of project outlines, selection of data sources, and detailing of plans for reports of capital improvements, elements of a comprehensive plan, major zoning changes, design review of proposed projects, historic preservation issues, or business district project planning.**

**Participates in public forums with the City redevelopment agencies in order to design and present redevelopment plans; works closely with the agencies and their consultants on implementation of development plans.**

**Prepares detailed and comprehensive explanatory reports designated to support planning recommendations including updates and changes to the City Zoning Ordinance, the Comprehensive Plan, and the Land Use Plan.**

**Assists the public and architects with information on land use, zoning, and development issues and inquiries.**

**Supervises and participates in the preparation of pictorial and graphic plans and projections to be used in formal presentation of planning, design, and historic preservation proposals.**

**Performs analyses, investigations, and preliminary determinations and recommendations on current planning problems, including the disposition of city owned property, the selection of sites for public uses, and the improvement of the City's physical plant.**

**Devises and implements procedures and methods for the collection of research data.**

**Establishes source material and maintains informational files.**

**Performs site inspections as needed.**

**Performs related tasks as required.**

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Considerable knowledge of the principles, practices, methods, and techniques of city planning as they pertain to the design and development of urban and regional plans.**

**Considerable knowledge of research techniques and the sources and availability of information.**

**Knowledge of community dynamics, including intergovernmental relations; and civil and interest groups.**

**Knowledge of the City charter and of ordinances and codes pertaining to building, zoning, design review, and historic preservation.**

**Knowledge of the techniques required in the preparation of maps, charts, sketches, and complex graphics.**

**Ability to evaluate statistical data and to present facts and conclusions clearly in written, oral, and graphic form.**

**Ability to apply professional city planning principles, practices, and techniques to a wide variety of routine and moderately advanced problems and assignments.**

**Ability to establish and maintain effective working relations with other employees, department and division heads, and the general public.**

## **MINIMUM REQUIREMENTS**

**Graduation from an accredited college or university with a Bachelor's degree in Planning, Architecture, Geography, Historic Preservation, Landscape Architecture, Public/Business Administration, Urban Studies, or a closely related field AND two (2) years full-time verifiable experience in planning work including 1 or more of the following: planning, land use, zoning, urban design, historic preservation, site analysis, or research analysis. A Master's degree in any of the above fields may substitute for one (1) year of experience. Driver's license.**

## **PHYSICAL REQUIREMENTS**

**Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.**

## **SUPERVISION RECEIVED**

**General and specific assignments are received and work is usually performed with latitude for the use of independent judgment in the selection of work methods and procedures, and is subject to review for compliance with departmental standards and objectives.**

## **SUPERVISION EXERCISED**

**Directs the work of technical and clerical assistants.**

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